

**LITTLEBOURNE PARISH COUNCIL  
MINUTES OF THE MEETING HELD ON 8 FEBRUARY 2017**

**Present:** Parish Cllr Mike Gallagher (Chairman)  
Parish Cllr Mick Giles  
Parish Cllr Pamela Evans  
Parish Cllr Melanie Moore  
Parish Cllr Ken Shaw  
Parish Cllr Sylvia Wilson  
Parish Cllr Brian Hurlow  
County Cllr Michael Northey

Mrs Gail Hubbard, Clerk to the Council  
There was one member of the public for part of the meeting.

**131. THE CHAIRMANS OPENING REMARKS AND APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Cate Reid (recuperating), City Cllr Walker (attending a CCC meeting) and Community Warden Gary Moore (off duty).

**132. DECLARATIONS OF CLLRS INTERESTS AND REQUESTS FOR DISPENSATION**

There were none.

**133. MINUTES OF THE MEETING HELD 11 JANUARY 2017**

It was proposed by Cllr Evans and seconded by Cllr Giles to accept the Minutes. The minutes were duly signed.

**134. POLICING AND NEIGHBOURHOOD WATCH**

The clerk read out a report from the Community Warden Gary Moore;  
Over the last few weeks there has been a marked increase in Scam mail letters to residents which has caused distress. I have been visiting people to inform them what to do and what not to do. I have done this in conjunction with KCC trading standards.  
I am also dealing with a case locally involving the RSPCA which I can possibly give an update next time. I am trying to work with a number of local youth in regard to damage to the youth shelter and I know the PCSO has made a visit to the shelter as well. There has been an increase in fly tipping which I have had removed.

I would urge residents to use the Police 101 number to report any suspicious activities as they cannot act without this information from the public. Obviously if there is a crime in progress then it's 999. Without this information it's make things difficult to look into incidents within the village. I have also been around early mornings to check on dog fouling and have had several conversations with regards to their dogs doings.

A report was subsequently received after the meeting from the PCSO.

**135. COUNTY COUNCILLORS REPORT**

Cllr Northey reported that the annual budget will be set at County Hall tomorrow; an increase of 3.99% is likely to be approved. This is made up of 1.99% they can increase without referendum and 2% increase they are allowed for adult social care increases. £907m is the total budget, some £200m less than five years ago.

Moving of the Village gateway at the top of Littlebourne is still in Cllr Northeys radar, however the earliest funds would be available should the project be agreed would be June.

Mrs Muirhead arrived at 7.12pm

The Chairman expressed LPCs disappointment at lack of consultation or even information to Cllr Northey. LPC were totally unaware of the Wickhambreaux School proposals and only learnt of it through the Wickhambreaux Chair at a KALC meeting. He and the other Cllrs felt that we should have been informed at the very least and consultation would have been even better. LPC were also unaware that the developer contributions from The List development in Littlebourne would be going towards this project in Wickhambreaux and not coming to Littlebourne School.

Cllr Northey responded saying that until now it has not been normal practise to involve other surrounding parishes, but KCC have now asked for this to happen in future. Cllr Northey explained that when the decision was made to give the money to Wickhambreaux it was an 'outstanding' school and Littlebourne was 'requiring improvement' according to Ofsted. It is not KCC's policy to expand schools that are needing improvement, so Wickhambreaux was the only Primary school they could give the money to. The Chairman remarked that the decision seems to be made far too early, things have changed in the years that have followed these decisions, surely there should be flexibility to make changes.

Cllr Wilson said that Littlebourne School is coming up and will continue to do so; the school won't suffer from this.

KCC had also failed to inform or consult with LPC on the white line removal works which was carried out on the A257 as night works. No one at KCC seemed to know when initially approached and no one had received any notification of the works. Now there is also a resurfacing on the cards for May to August time for the strip of road from approx. no46 High Street up to Rose Acre Rd, notification has been received for this and residents will be informed once the work is scheduled. These works will all be discussed at the next Highways meeting.

The Chairman is to write to Cllr Northey on both of these items to express our dissatisfaction. Cllr Northey departed at 7.40pm.

### **136. ADJOURNMENT OF THE MEETING**

Due to the arrival of Mrs Muirhead the adjournment took place at this point. Mrs Muirhead had several points she wished to raise on behalf of herself and Mr Lindsay.

Mr Lindsay had wished to express his concern over the planning application for 4 properties on The List and the conflict this would cause on The List track with pedestrians, the unsuitability of the track for more vehicles.

Cllr Hurlow raised the query over The List track ownership. The Chairman explained that LPC own the track, which is described in the indenture as a 17ft wide track. Rydons and subsequent owners have access over the track as granted in the said indenture which was signed in 1920.

What is happening with The List development? The Chairman responded that as far as we are concerned nothing is happening, we are awaiting a full planning application.

Mrs Muirhead asked if there will still be a turning circle left opposite the allotments to allow the tractor to access the allotments, it is too tight to turn straight into the gate. The Chairman responded to say that we don't know, when the full plans are submitted we will see.

### **137. PLANNING/TREES**

The planning items on Appendix 2 were discussed and noted – attached at end of minutes

**CA/17/00137/FUL** - Proposed 4 no. semi-detached two-storey dwellings with garages following demolition of 2 barns. Land at The List, Littlebourne.

Concern was expressed over the width of the track, which should be 17ft according to the 1920 indenture, at many points including where the site has been fenced off the track is

significantly narrower than 17ft. Measurements have been taken and LPC's solicitor to be instructed to deal with this matter.

Cllr Hurlow pointed out that the traffic consultant for this application had described Jubilee Road as 'lightly trafficked', however with this road being the only through road for HGV's and the parking issues in this road this was not realistic. KCC Highways had stated the proposal does not meet the criteria to warrant involvement from the Highway Authority. LPC to go back to Highways and pursue the reasons behind this response.

This is a PROW numbered footpath – serious conflicts with vehicles and pedestrian's.

Cllr Evans said there are likely to be bats hibernating in the barn.

This footpath already feeds two estates down into the village, once The List is developed this will become the route to school, the shop and other facilities for even more homes.

Although the plans show the bins to be collected from outside of the properties, Serco will not take their bin lorry up to these houses, it doesn't even go up to List House, they have to drag their bins to the bottom of the driveway. So all these new properties will have to drag their bins down to Jubilee.

### **THE ANCHOR**

LPC are still being told that it is to be refurbished.

Cllr Moore questioned if we could register it as a Community Asset. To be further researched.

Mrs Muirhead departed at 8.30pm

## **138. FINANCE**

### **FINANCIAL MATTERS**

- (a) RECEIVED the bank statements for December 2016 and January 2017, and RESOLVED the signature of the Chairman thereon;
- (b) NOTED £11.99 will be taken from our account by DD on 15<sup>th</sup> February for our 1x1 website
- (c) NOTED £44.50 will be taken from our account by DD for February's employer and employee pension contributions.
- (d) NOTED £183.31 was taken from our account by DD on 17<sup>th</sup> January for our BT broadband and telephone line to the office.
- (e) NOTED the clerk has prepared the end of 3<sup>rd</sup> Quarter VAT reclaim totalling £274.95.
- (f) NOTED £17.96 will be taken from our account by DD on 15<sup>th</sup> February for our 1x1 email address (3 monthly charge)

### **AUTHORISATION OF ACCOUNTS**

There were receipts totalling £322.63 NOTED this month. The expenditure list previously circulated to Cllrs as Appendix 3 totalling £647.30 was proposed by Cllr Shaw and seconded by Cllr Evans together with Appendix 3a presented at the meeting totalling £3936.09 which. So it was RESOLVED that the financial matters and accounts, as set out be authorised for payment.

Cllr Moore queried the lack of receipts from The KM Group, she will pursue December and January payments.

### **END OF 3<sup>rd</sup> QTR EXPENDITURE**

The figures laid out in Appendix 3b were previously circulated to Cllrs and represented the expenditure in all areas for the 3<sup>rd</sup> quarter of 2016-17. This was proposed by Cllr Hurlow and seconded by Cllr Evans to be accepted.

## 139. CLERK REPORT

### CORRESPONDENCE

#### A. How to keep it Local guide

A new guide produced by Locality “How to Keep it Local – Five step guide for councillors and commissioners”, which has been flagged up to us by our National Association. The guide aims to help “create a better commissioning environment - that supports local communities, maximises the value of limited resources and inspires excellence in public service provision” and provides practical tips and some case studies which should be helpful in any future engagement with your principal authority.

<http://locality.org.uk/our-work/campaigns/keep-it-local/> .

#### B. Kent County Council Consultations - Draft Kent Drug and Alcohol Strategy 2017 - 2022

The Draft Kent Drug and Alcohol Strategy is a new joint Drugs and Alcohol Strategy. It provides an opportunity to tell KCC and Kent Police whether their proposed response to the changing drug and alcohol landscape is appropriate and as effective as it can be. The deadline for responses to KCC is 19 February. The consultation document can be downloaded via the following link

<http://consultations.kent.gov.uk/consult.ti/KentDrugandAlcoholStrategy/consultationHome>.

#### C. Freight Action Plan

Kent County Council is currently updating its Freight Action Plan for the county. Since the first Plan was adopted in 2012 Kent County Council have implemented a number of measures to reduce the negative impacts of road freight on residents and visitors in Kent. The latest version of the Freight Action Plan outlines what we have already done and what we plan to do next to mitigate these negative impacts, whilst still recognising the positive benefits to our economy. This consultation is an opportunity for people and organisations within Kent to express their views, including the extent to which they agree with our actions and approach to freight issues.

The Plan outlines five major actions which are:

1. *To tackle the problem of overnight lorry parking in Kent*
2. *To find a long term solution to Operation Stack*
3. *To effectively manage the routing of HGV traffic to ensure that such movements remain on the strategic road network for as much of its journey as possible*
4. *To take steps to address the problems caused by freight traffic to communities*
5. *To ensure that KCC continues to make effective use of planning and development control powers to reduce the impact of freight traffic*

[www.kent.gov.uk/freightactionplan](http://www.kent.gov.uk/freightactionplan). Deadline for comments 12<sup>th</sup> March 2017

## CLERK REPORT

### HOUSING

A 3 bed property has become available in Court Meadows, clerk working with CCC and Sanctuary to assure new tenant has correct local connections. House not being advertised on Homechoice as LPC has suitable applicants on their list.

### ENHANCED LIGHTING FOR PATHWAY BEHIND HALL/CLUB

Clerk has met with electrician to go through the requirements and what is possible. Now awaiting quotation for 3 additional lights. It was AGREED to ask for the lights on the poles by the youth shelter to be changed to LED, the CCTV would work better with this type of light.

### TREE AND HEDGE MAINTENANCE

The field maple on The Green was cut this week and sign reinstated after a full overhaul.

The allotment Court Hill boundary hedge to cut both sides this week and the Cherry Orchard hedges, bordering Cherry Orchard estate received their agreed bi-annual cut.

### **OVERGROWN VEGETATION**

Concerns have been raised over an overgrown lavender bush, the owner has been approached to arrange getting it cut back.

### **RAMP MEETING**

Cllr Wilson and the clerk attended RAMP on 23<sup>rd</sup> January. Items discussed;

**EK merger** – announcement due on CCC website wed 25<sup>th</sup> Jan

**Parish Charter** – 13 parishes had responded to the consultation, LPC being one.

CCC were seeking clarification on some of the points

CCC had discussed with Ray Evison of KALC

There will be a further update with an amended charter for discussion at the March meeting.

**Capital grant schemes** were approved for street light replacement at Barham, replacement swings for Bridge and a planting scheme for the railway embankment in Kingston. Will be fully agreed at community committee on 24<sup>th</sup> Jan.

**Opportunities fund** approved for team swing at Wickhambreaux.

Next meeting 13 March 2017.

### **ST VINCENTS PARKING**

Using the feedback from residents on the parking issues in road and possible solutions, the clerk has gone back to East Kent Housing to reiterate our previous request for more parking as an estate improvement. They are to put two schemes forward in April for estate improvements. Firstly the plot adjacent to no 49 to be converting into parking (it is presently unkempt and does nothing for the estate) and secondly the use of some of the green space to allow additional parking (not to all be removed but it could be used cleverly to add some more parking around the edges).

The creation of driveways on Council owned properties was also suggested but LPC received the following response to this request: Regarding driveways, residents should log onto the planning portal and first see whether they have the space suitable for a driveway and whether they fulfil the criteria for a dropped kerb. If they do, and they are a council tenant, they should request permission from East Kent Housing before commencing any works and await a response in writing. However, if permission is granted for a driveway, this will not be funded by East Kent Housing or Canterbury City Council.

### **BUS SHELTERS FOR JUBILEE ROAD STOPS (A257)**

The clerk had approached Stagecoach regarding the installation of a bus shelter on either side of the road at this point. Stagecoach have said they would support the idea of providing shelters at these two locations although they do not provide them itself. This is down to KCC or the PC. Details have been provided of a possible source of funding of up to 50% for us to pursue. Clerk to follow up.

## **140. ADOPTION OF NEW POLICIES**

In order for LPC to have DBS checks carried out on volunteers we need to have in place policies on the storage of such records. It was therefore proposed To ADOPT the following two new policies relating to DBS checks for volunteers by Cllr Moore and seconded by Cllr Wilson;

- (a) Policy Statement on the secure handling, use, retention and disposal of Disclosures and Disclosure information (Appendix 5)
- (b) Statement on the recruitment of Ex-offenders (Appendix 5a)

#### 141. MILLENNIUM AWARD WINNER

The clerk read out this year's nominees;

**ANNE RIGDEN** – Her dedication and commitment to others and the village. She works in a very unassuming way, not looking for accolades or reward, other than improving the lives of others and the village amenities. Her contributions include; annual collection for local Hospice, regular care and attention for elderly neighbour over many years, regular help with village functions in WMH or Turners Orchard, joint Chairman on Turners Orchard Committee, more recently she has agreed to become a School Governor, specialising in Special Needs.

**ANNE PERKINS & ISABELLE STEPHENS** – for their work in The Cherry Orchard Nature Reserve. Their quiet and tireless work over the last few years has resulted in a reserve that preserves a wide range of local flora and fauna, providing a valuable wildlife corridor in the village and home to the Great Crested Newt. Their work has been praised by ecologists. The village is lucky to have a hard working knowledgeable pair of ladies working in this special amenity.

**LAURA FURR** – Help over many years giving the youth of Littlebourne entertainment and guidance. Laura runs both the Youth Group and the Guides in Littlebourne, without her both of these would close. She co-ordinates volunteers and arranges events for both groups. It is refreshing to see a young person taking on so much responsibility and making a large contribution.

**PAMELA WILDISH** – a posthumous award. Since coming to the village in 1962 she worked hard for many organisations such as the WI, Scout Group and Littlebourne School. Pamela was also Parish Clerk for over 30 years. Many people will remember her as the schools 'Lollipop lady'

**MRS CLAYSON** – for all the extra work she does in keeping the village tidy, surely over and above what she is expected to do.

The funeral of Pamela Wildish takes place on Friday 10<sup>th</sup> February and Cllr Giles said he would attend to represent LPC.

A secret ballot was taken by Cllrs to decide this year's winner, to be announced at the APM on 22<sup>nd</sup> March.

#### 142. MEDIA INITIATIVES

Cllr Moore attended a Media conference run by KALC on 19<sup>th</sup> January; she reported back the following points that were covered;

- Having a proper vision and values and aims that the PC work towards
- Branding and the use of logo's for PC's. Cllr Moore had sought a price for a logo to be designed for LPC, to use on all literature, electronic Medias and signage etc. It was thought it should be a more simplified version of the village sign, to include the River, Church, oasts and possibly the Barn. A further quote to be sought for this but AGREED in principle to the designing of a logo for LPC.
- Media Policies, LPC's needs to be updated.
- Simplification of the website and the addition of a calendar to show events
- There was also a very interesting talk from The Mayoress of Romney Marsh on communicating with residents. She recommends surveying residents to find out what they want from the PC. Cllr Moore suggested a survey be carried out perhaps using a page in the LPC News and also with an online version available. It was suggested this could be designed and announced at the APM. Cllr Giles mentioned that there is a Littlebourne Village Design Statement that was produced in 2005 which had aims and intents but that it probably needed updating/revisiting.

**143. ALLOTMENT UPDATE**

Cllr Hurlow reported back from the allotments that the grant received from LPC has now been spent clearing up the site and preparing more plots. The site for the cabin has been prepared, the concrete set. The cabin is due to be delivered imminently and to be built by LHS volunteers. They are also pleased the boundary hedge has been cut.

**144. WICKHAMBREAUX SCHOOL EXTENSION**

Item already discussed whilst Cllr Northey in attendance under item 135.

**145. ADVERTISING BANNERS**

It was AGREED that Kent Fostering could display an advertising banner on the BMX track railings for a period of one month. It was AGREED the British Legion could display their posters and banners on the day of their Cream Tea Afternoon on 3<sup>rd</sup> June and for the week prior. With regard to the Cricket Clubs request to use advertising boards on the boundary line during matches, LPC would be happy in principle for the main sponsor only for the three year period but we would like more information, such as storage of the boards.

The public meeting closed at 9.55pm.

A confidential item then followed.

*Dates of future meetings: 8 March, 22 March APM, 19 April, 10 May, 14 June, 12 July, 13 September, 11 October, 8 November, 13 December 2017.*

Signed..... (Chairman)

Date.....

**LITTLEBOURNE PARISH COUNCIL  
PLANNING REPORT, 8 FEBRUARY 2017**

**APPENDIX 2**

**New Applications**

CA//16/02976/FUL	Proposed extension to the side of detached garage with store above.  64 Bekesbourne Lane, Littlebourne, CT3 1UZ	No objections from LPC, should not impact on neighbouring properties.
CA/17/00137/FUL	Proposed 4 no. semi-detached two-storey dwellings with garages following demolition of 2 barns  Land at the List, Jubilee Road, Littlebourne, CT3 1TP	LPC to object on grounds listed under item 137.

**Notifications**

CA//16/02840/FUL	Proposed single storage unit following demolition of 4 storage units. Installation of additional roller shutter door and personnel door to unit 1A.  1A, 1D, 1E, 1F, 1G Builders Square, Court Hill, Littlebourne, CT3 1XU	LPC have no objection to this application. It will be an improvement in appearance and in facilities for builders square. It will also remove a large amount of asbestos roofing from the site.  GRANTED 26/01/17
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